



<b>RFQ NUMBER</b>	SAC202201-004
<b>RFQ DESCRIPTION</b>	APPOINTMENT OF AN INDEPENDENT INTERNAL AUDIT SERVICE PROVIDER
<b>RFQ ISSUE DATE</b>	WEDNESDAY, 8 JUNE 2022
<b>BRIEFING SESSION</b>	N/A
<b>CLOSING DATE &amp; TIME</b>	WEDNESDAY, 29 JUNE 2022 AT 11:00 AM
<b>SUBMISSIONS</b>	<p>ALL SUBMISSIONS SHOULD BE EMAILED TO:  <a href="mailto:scm@sacnasp.org.za">scm@sacnasp.org.za</a></p> <p><b>SUBJECT:</b> INDEPENDENT INTERNAL AUDIT SERVICE PROVIDER (SAC202201-004)</p>

## 1. PURPOSE

The South African Council for Natural Scientific Professions (SACNASP) wishes to appoint an independent internal audit service provider. The objective of an internal audit is to add value by assisting the SACNASP Audit, Risk & ICT Committee, and Management.

## 2. BACKGROUND

SACNASP is the registration and regulation authority for natural science professionals in South Africa. SACNASP was established in 1982 through the Natural Scientists Act (No. 55 of 1982), which has subsequently evolved into the directives of the Natural Scientific Professions Act (No. 27 of 2003) (NSP Act). The Council is mandated as the Accounting Authority to implement the provisions of the NSP Act, under the oversight of its Executive Authority, the Minister of Higher Education, Science and Innovation. To date, SACNASP covers 26 fields of practice and is represented by a strong network of 47 accredited voluntary associations (VAs). The Council represents over 16 000 registered natural scientists.

### **3. SCOPE OF WORK**

SACNASP seeks to appoint a service provider to provide an internal audit function, including to:

- i. Provide general Internal Audit application and control review
- ii. Conduct an IT Governance Review
- iii. Conduct a risk maturity assessment
- iv. Analyze the findings of the risk maturity assessment and identify and present the Strategic Risks to the Council and a proposed way forward
- v. Assist SACNASP to implement the recommendations as per the maturity assessment
- vi. Present a project plan on how to implement the improvement plans defined in the risk maturity assessment for sign-off by the Audit, Risk & ICT Committee.

### **4. DELIVERABLES**

- i. Develop an Internal Audit Charter
- ii. Develop and implement a rolling three-year strategic internal audit plan and annual work program
- iii. Develop a Risk Management Framework for SACNASP, including a Risk Appetite, Risk Tolerance and Risk Profile, and to develop a Risk Register and Risk Management Policy
- iv. Develop a Disaster Recovery and Business Continuity Plan

### **5. REQUIREMENTS FOR RFQ**

#### **5.1. STAGE 1: MANDATORY REQUIREMENTS**

Service Providers should submit the following documents:

1. Proof of registration on the Centralised Supplier Database held by the National Treasury.
2. An original SARS tax clearance certificate.
3. An original or certified copy of the B-BBEE Certificate or an original affidavit signed by a Commissioner of Oaths about the B-BBEE status.
4. SBD 4 – Declaration of interest.
5. SBD 6.1 – Preference points claim form in terms of the Preferential Procurement Regulation 2017.
6. SBD 8 – Declaration of bidder's past supply chain management practices.
7. SBD 9 – Certificate of independent bid determination.

#### **5.2. STAGE 2: FUNCTIONALITY ASSESSMENT**

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the bidder will be required to score a minimum of 70% to qualify and proceed to Stage 3 of the evaluation process

Criteria	Details	Weight
Experience in internal audit services for a minimum period of five (5) years	Company profile stipulating years of experience	40%
Methodology	<p>Clear project plan with clear project timelines and deliveries and processes to be followed and sequence of events aligned = 40%</p> <p>Adequate project plan with project timelines and deliveries and processes to be followed = 20%</p> <p>Non-submission = 0%</p>	20%
Reference letters from different clients as evidence of related services previously conducted  <i>The reference letters should not be older than five years, the letters should be on the letterhead of the previously serviced client and should indicate the name of the client, the title of the related work conducted, the year conducted, and the completed contactable reference name</i>	<p>Five letters attached = 20%</p> <p>Three to four letters attached = 15% points</p> <p>One to two letters attached = 10%</p> <p>No letters = 0%</p>	20%
Technical specialists with at least three (3) years of experience in the Internal audit & Risk Management	<p>Relevant tertiary qualification and experience in Internal audit &amp; Risk Management = 20%</p> <p>No qualification equivalent or related = 0%</p>	20%

### 5.3. STAGE 3: EVALUATION CRITERIA

Formal quotations will be evaluated and adjudicated in terms of the 80/20 Preference Point System for Price and B-BBEE prescribed by the Preferential Procurement Policy Framework Act 2017 Regulations.

**Table 1.** Price and B-BBEE

Criteria	Sub-criteria	Weighting/points
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>Total</b>		<b>100</b>

## 5. CONTACT DETAILS FOR INFORMATION

All technical enquiries should be sent in writing, to the specified person below:

Contact Person : Mr Terrence Mangalana  
 E-mail : [sacnaspfm@sacnasp.org.za](mailto:sacnaspfm@sacnasp.org.za)

All submissions should be sent to [scm@sacnasp.org.za](mailto:scm@sacnasp.org.za).

**SUBJECT:** INDEPENDENT INTERNAL AUDIT SERVICE PROVIDER (SAC202201-004)

The closing date for the submission of bids is Wednesday, 29 June 2022 by 11:00 am. No late bids will be considered. Bids must only be sent to [scm@sacnasp.org.za](mailto:scm@sacnasp.org.za). Bids sent to any other email address other than the one specified herein will be disqualified and will not be considered for evaluation. It is the bidder's responsibility to ensure that the bid is sent to the correct email address.